

On November 4, 2004, the Commission adopted the following file copying policy.

This policy applies only to copies of files, or of specific documents within a file, that we make in response to requests from the parties and counsel connected with that file. This policy does not address copies of documents that we may make in response to a FOIA request, nor does it address how much others may charge for copies within the context of a case (i.e., fees assessed by medical providers for copies of medical records, or the cost of documents produced pursuant to a subpoena duces tecum).

File Copying Policy

All Commission offices shall provide copies of files located at such office to the parties or their counsel upon request and in accordance with this policy. Commission personnel will not search through a case file to satisfy requests for copies of particular documents contained in the file except for the following documents: claims, applications, employer's accident reports, Awards, Orders and Opinions. Any request for one of the enumerated documents must identify with specificity the document so requested, such as by date. Notwithstanding the foregoing, the Commission will make copies of other particular documents that a party or its counsel may earmark for copying upon their own physical review of a file.

Requests for copies of documents and files shall be filled at the convenience of the Commission office handling the request, but in all cases within 10 business days of that office's receipt of the request.

This policy shall not preclude any party or its counsel from reviewing a file at the Commission office where it is located under such terms and conditions as that office may reasonably apply to ensure the security of the file. However, parties and counsel who review a file shall not be permitted to disassemble or rearrange the contents of such file and may not make their own copies of the file contents, but rather must earmark any particular documents they wish copied.

The following charges shall apply to copies made in accordance with this policy:

Fifty cents per page for the first ten pages.

Twelve cents per page for all pages in excess of ten.

One-dollar per page for documents imaged in any way (disk or microfilm).

Before processing a request for copies, the Commission may require the requester to pay any amounts owed to the Commission for previous requests for copies that have remained unpaid for 30 days or more after billing.